

Ex Safety Guidelines

The following guidelines, in accordance with Cambridge fire laws, must be met by all Ex productions. Infringements of these rules can cause your show to be shut down.

- **Audience Considerations:**
 - 100 maximum capacity including performers and audience.
 - All seating platforms should have a narrow strip of lumber secured along the back edges and sides to keep chairs from falling off. This is necessary even if the platform is against the wall; without the strips chairs can damage the wall.
 - No audience may be seated in the balconies, with or without chairs.
- **Exits:**
 - A 4' audience exit path must be cleared to the main Ex double entry doors, and you must have clear access to the second exit door that goes through the lower airlock. One of these exits must be clearly visible to the audience the other can have the portable exit sign guide a clear path to the exit. The door leading to the dance studio is not a fire exit.
 - Exit signs must be visible at each fire exit. They may not be turned off, blocked, or gelled.
 - Hallways leading from marked exits must be kept clear. This means the airlock must have a clear path all the way through it.
 - Kat Nakaji must approve your set's accommodations for fire exits in advance.
 - The airlock doors to the shop should normally be closed to prevent both fires and shop noise. Any opening of either set of fridge doors during a show must be cleared with Kat in advance.

Some Other Useful Rules About the Ex

- **Scenery and Painting in the Ex**
 - You can screw into the floor of the ex, just try not to go nuts with it.
 - You can paint almost the entire Ex, but remember, you have to restore it to black at strike (using black All-Flor paint).
 - Do not paint the surfaces of the Ex theatre or risers with any paint that has a texture or gloss to it, or with any metallic or fluorescent spray paint.
 - Do not use floor wax on the surfaces of the Ex theatre, including the floor.
 - See the stock platform inventory for a specific list.

- **Scene and Prop Shop Logistics**

- The scene/prop shop is used by the ART until 6pm on weekdays and by HRDC and Institute shows at other times. This means that Ex shows may not use the shop while ART staff are working. Kat Nakaji must be there to supervise while you are using power tools.
- HRDC wood can be stored in the "shelves" to the left (not the right!) of the radial arm saw. Label your wood and keep it on a different shelf than other shows. Plywood can be stored in the lower portion of the plywood rack (underneath the costume shop stairs) that's marked "HRDC."
- Only students who are shop trained may use power tools. There will be several sessions throughout the semester. Contact th@hrdctheater.com with questions and to find out the particular times.
- The paint cabinet has paint that may be used by Ex shows. Label your paint and do not use paint labeled with future shows' names. Brushes are above the sink; always rinse out brushes so that there is no color before putting them away. Spray paint and oil-based paint are not to be used.
- Always clean up after yourself by sweeping the shop and putting away tools. If you need to store items in the shop, contact Kat Nakaji before those items have to be stored.

- **First aid**

- There is a fully stocked first-aid cabinet backstage right (Donut side) on the Mainstage. There is also a small emergency first aid kit in the Loeb Shop on the door to the white tool room by the loading dock door.

- **Additional Building Usage**

- Never prop outside doors. During shows, you should have a house manager or producer in the Ex Lobby to let patrons inside.
- Space reservation issues are a part of life. Err on the side of generosity when it comes to conflicts with the A.R.T. or Institute and alert your board liaison of the situation.